

Melissa Noe

From: Emily Johnson <montereyclerk@verizon.net>
Sent: Monday, August 12, 2013 4:35 PM
To: townmont@verizon.net
Subject: FW: Monterey Town Records and Software

From: Barbara Swann [
Sent: Monday, August 12, 2013 3:30 PM
To: montereyclerk@verizon.net
Cc: Muriel Lazzarini; Scott Jenssen;
Subject: RE: Monterey Town Records and Software

I believe Linda has already replied to you. Town material was turned over years ago by me. In fact I do not understand why this question is repeated to me. Should you have questions about Omniform be aware that the company has been sold to Nuance. Perhaps you can find that software online anyway, or perhaps something better through a Clerk conference.

As I noted in my letter to the editor of Monterey News, if you feel the need to purchase software you might well consider one of the packages available through the Massachusetts Town Clerk Association meetings. There will be one coming up in a month or so, perhaps at Jiminy Peak or perhaps in Northampton and the vendors will be there.

You should be able to get copies of any missing 2010 records by contacting the State. They of course have copies. Linda Hunt will be able to help you there.

You are likely aware that the State will rather shortly be requiring all City and Town Clerks to use only State software for all vital records. From what I have seen of the software for births, that will be a difficult hurdle, but you will be required to use it for home births and other birth records not already supplied by hospitals. Other Clerks in the area have already taken training in the software for births including both the records you receive from hospitals and those home births you need to record for the State. Clerks know they must use the software for births through the State computer and archival paper, and that they must submit their signatures for approval by the help desk. I trust the Select Board has already taken care of notification to the State regarding your election, and that your signature is therefore already on file at least with the Secretary of State.

Death and software for it is also handled with State software by Funeral Homes and by the Medical Examiner. The State been working on Marriage Certificate software for some years and that too should be coming online soon.

If the money has been voted for you to acquire software, perhaps you should do so. You would, of course, need to use either the impact printer and purchased software or a typewriter on the forms supplied by the State should you choose not to buy vendor software.

Sincerely,

Barbara Swann

From: montereyclerk@verizon.net

Subject: Monterey Town Records and Software

Date: Mon, 12 Aug 2013 11:51:08 -0400

Linda and Barbara,

Once again, the Select Board has asked me to contact you in reference to the OmniForm software that has been used to print marriage licenses at your homes. Please return to the Town Hall the software and any saved files on your computer that pertain to the Town records.

Linda,

In sorting through election files it has come to my attention that I have absolutely nothing for 2011 other than the copies for the Town Meeting book. It also appears that there are Vital Records missing for 2010.

The Attorney General's office is requiring that I submit the Constables notice of posting of the Warrant for the Annual Town Meeting on May 7, 2011. I do not have a copy of this and need it by Friday, August 16, 2013 in order to complete the submission of bylaw changes.

Please return all of the records that you still have in your possession so that I can continue to organize and secure them for the Town.

Thank you for your prompt attention to this matter.

Emily

Emily Johnson
Town Clerk
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